

1154 - FINANCIAL ANALYST II

NATURE OF WORK

This is advanced, responsible, financial analysis work. Employees in this classification are assigned specific responsibility for one or more departmental functions.

Work involves financial analysis, reporting and problem solving. General supervision is received from an administrative superior who reviews work for conformity with established financial, administrative, and departmental policies and attainment of desired objectives, through conferences and review of reports.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

May supervise all City payroll functions which includes reviewing and verifying check replacements, computerized payroll reports, reconciling payroll accounts and bank accounts, responding to inquiries from employees, preparing and imputing payroll calendars and schedules, processing or supervising the processing of personnel transactions, union contracts, and deductions, reviewing and approving all payroll magnetic tapes, preparing tax reports, and process bank transactions.

May supervise the Resort Tax program which includes assigning and reviewing field audits, addressing assessment appeals, reviewing delinquent lists and requests for prosecution, appearing in court and assisting in the presentation of delinquent cases, resolving taxpayer inquiries and establishing payment arrangements, reviewing computer generated and manually prepared reports, preparing reports and statistical information, reconciling Resort Tax revenues with the financial management system, preparing correspondence and attending meetings, and, as necessary conducting field audits.

May supervise Accounts Payable which includes assigning and coordinating account clerks, troubleshooting between vendors and City departments regarding disputed invoices, preparing monthly sales tax return, reconciling accounts payable and outstanding encumbrances on the financial management system, preparing month-end journal entries and financial reports, reviewing a variety of bank reconciliation, and administering The Gulf Breeze Loan Program.

May supervise Accounts Receivable which includes assigning and coordinating account clerks, preparing or reviewing cashier reports and deposits, preparing or reviewing billing and collections reports, reviewing lien statements and overseeing the maintenance of files, following-up on Special Assessment Bill, reconciling a variety of revenue funds, reviewing sidewalk permit applications, review Fire Rescue lockbox deposits, journal entries, and refunds, reviewing and posting payroll from time sheets.

May be responsible for day-to-day maintenance of financial software package/reports.

Trains, supervises and coordinates the work of professional, paraprofessional and clerical employees in order to effectively accomplish departmental objectives.

Performs related tasks as required.

KNOWLEDGE, SKILLS & ABILITIES

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Considerable knowledge of generally accepted accounting principles and practices, including municipal accounting.

Considerable knowledge of research techniques and sources and availability of information applicable to area of assignment.

Considerable knowledge of financial analysis techniques and financial reporting.

Considerable knowledge and understanding of the operations of computerized accounting systems, and of personal computer operations.

Considerable knowledge of applicable Federal, State, and City laws and regulations relating to departmental operations.

Considerable knowledge of departmental, legal, administrative, and procedural regulations. Considerable knowledge of the principles and practices of modern office administration.

Knowledge of supervisory principles and practices.

Knowledge of public relations.

Considerable skill in the use of Personal Computers.

Ability to carry out complex verbal and written instructions.

Ability to analyze and reconcile accounting and financial records.

Ability to prepare or assist in the preparation of detailed accounting, financial and statistical reports. Ability to train, supervise and review the work of lower level accounting and clerical personnel, in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies, and the general public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to prepare required reports accurately, and in a timely manner.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor=s degree in Public/Business Administration, Finance, Accounting, or a related field. Two (2) years experience monitoring and ensuring compliance with local, state, and federal government grants. Work will be highly independent. **DESIREs:** Experience working with government, personal computers (including good working knowledge of Lotus 1-2-3), and development of operating systems and procedures. Experience can substitute for education on a year for year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending,

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kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from and reviewed by a professional superior; work is performed with little direct supervision and with some latitude for use of independent judgment

in the selection of work methods and procedures. Work is reviewed for compliance with generally accepted accounting principles, established departmental policies and standards, and attainment of desired objectives.

SUPERVISION EXERCISED

May supervise and be held accountable for the work of lower level accounting and clerical employees in the preparation of assigned work.

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